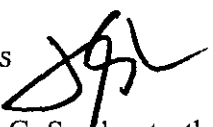


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**OFFICE OF MAYOR JERRY SANDERS
CITY OF SAN DIEGO
MEMORANDUM**

DATE : June 1, 2007
TO : Honorable Members of the San Diego City Council
FROM : Mayor Jerry Sanders 
SUBJECT : Appointing Michael C. Smiley to the Planning Commission

It is my pleasure to nominate Mike Smiley for appointment to the City of San Diego Planning Commission, subject to your confirmation.

Since 1989, Mr. Smiley has been a Senior Documentation Analyst and consultant for Science Applications International Corporation (SAIC). Mr. Smiley has demonstrated his commitment to the community planning process through his years of volunteer service on the San Diego Community Planners Committee and the Tierrasanta Community Planning Committee.

Prior to working at SAIC, Mr. Smiley served in the U.S. Navy for 20 years. In that period, Mr. Smiley received various military decorations and distinguished service awards.

Mr. Smiley was a graduate of the Naval Officer Candidate School in Newport, Rhode Island and holds a Bachelors degree in Journalism from Southern Illinois University.

Mr. Smiley's past civic commitments include serving on the San Diego Police Department Citizens Advisory Board, the Naval Training Center Reuse Task Force, Tierrasanta Recreation Council and the Tierrasanta Community Council. He is currently a member of the Navy League of the United States and the U.S. Golf Association. A native of Collinsville, Illinois, Mr. Smiley has lived in San Diego resided in the community of Tierrasanta since 1975.

I ask your confirmation of Mr. Smiley's appointment to the City of San Diego Planning Commission, and that you join me in acknowledging him for his willingness to give of his time and serve the citizens of San Diego in this important capacity.

JS:ach:lg

cc: City Attorney Michael Aguirre
City Clerk Elizabeth Maland
Director Bill Anderson, City Planning & Community Investment

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50223

MICHAEL C. SMILEY
Senior Technical Writer/Analyst

CLEARANCE: Top Secret

EDUCATION: B. S., Journalism, Southern Illinois University, Carbondale, Illinois, 1967;
Minor Studies: Marketing, Economics, and Radio-Television Production

WORK SUMMARY

More than 17 years' experience in technical writing, including proposal development and technical documentation, and system/program analysis. Developed U.S. Government contract deliverable documentation—both classified and unclassified. Government clients supported include Space and Naval Warfare Systems Command. Produced intricate, detailed plans and reports. Tasks included formatting, editing, writing and researching material to produce documents. Created templates for technical subject matter experts after researching task Statement of Works, Contract Data Requirements Lists, Data Item Descriptions, standards, specifications, and other applicable reference documents. Also created marketing communications material, including Data Sheets, Case Studies, and slide presentations. Develop proposals and qualifications, including Request for Proposal (RFP) mapping, writing, editing, formatting, and coordination. Provided graphics support. Proposal clients included U. S. and international government and commercial organizations. As an analyst, researched requirements for supporting documentation and Methods & Procedures for Operations Support Systems and Business support Systems. Translated analysis data into Systems Administration Plans customized applications user guides. Developed systems specifications and system testing documentation. As a member of a review team, developed Third-Party Budget Review document for Government of Alberta, Canada. In association with financial analysts, developed detailed Business Plan for City of Fontana, California. Technical documentation includes trade studies, test plans and procedures, customized installation guides, system administration guides, Service Level Agreements, and Internet user's access guide, White Papers, Methods & Procedures, Management Process Manual, Master Program Plan, and Operations Manual. Military experience includes more than 20 years high-level technical and operational analyst and management experience, including training systems analysis and program resources management.

PROFESSIONAL EXPERIENCE

SAIC (2/96–Present); Senior Technical Writer/Document Analyst

SAIC, Naval & Maritime Solutions (8/06–Present); Senior Document Analyst; . Supports Space and Naval Warfare Systems Command clients. Produces wide range of documentation for Federal Government clients, including performance specification document and training support packages. Supports includes writing, formatting, editing functions and graphics development. Creates writer templates for Government project documentation in accordance with CDRLs, individual Data Item Descriptions, and other Government specifications. Develops Government directives for client

SAIC, Secure Network Solutions (6/01–8/06); Technical Writer/Training Specialist, Analyst; Develops writer templates for Government project documentation in accordance with CDRLs and individual Data Item Descriptions. Support included Space and Naval Warfare Systems Command. Produced intricate, detailed plans and reports. Additional documentation support includes creating, editing, and embedding drawings and maps and Visio and PowerPoint drawings, editing and embedding Microsoft Project graphics, and writing content. Classified and unclassified documents includes the following items:

- *Cryptographic Verification Plan & Procedures*
- *Theory of Design & Operation*
- *System/Subsystem Specification*
- *Software Requirements Specification*
- *Software Product Specification*
- *Software Development Plan*
- *Contract Status Report (Monthly)*

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• *Software Development Plan*

- *Risk Management Plan*
- *Theory of Compliance*
- *Software Test Plan*
- *Software Design Description*
- *Software Version Description*
- *Configuration Management Plan*
- *Technical Reports/Studies (including ANSI/NISO Z39.18-1995 compliant)*

Formatted, edited, and provided writing support for Third-Party Budget Review for Government of Alberta, Canada and Business plan development for City of Fontana, California. Assisted in development of Theme Plan for the Smart Fields™ systems for Shell Exploration and Production, Royal Dutch/Shell Oil Group of Companies.

Contributed to development of *Requirements Management Procedure* and *Data Management Procedure* manuals. Contributed to development of Business Processes. Exercises management responsibilities, directing activities of others. Supports Division Manager on myriad ad hoc writing/editing projects. Provides requirement management support through DOORS® user requirement tool, including following tasks:

- *Managed requirements database*
- *Exported data from DOORS*
- *Created Formal Modules*
- *Linked modules*
- *Imported data to DOORS.*

Developed style sheets and procedures for transferring data between Word documents and specialized database on U.S. Air Force DMD CUAS project. Developed Systems Specifications document and edited systems testing documents for DMD CUAS. Developed 26 segment project plans for Axia's Government of Alberta (Canada) SuperNet project, as well as other project documentation. Documentation included creating, editing, and embedding .wmf drawings and maps and Visio Drawings, editing and embedding Microsoft Project graphics and Microsoft Access data, and writing content. Rewrote and re-organized training and technical White Papers and presentations.

Provided company-level proposal and project support to a wide range of sector, group, OpCenter, and division managers in San Diego, California; San Antonio, Texas; McLean, Virginia; Toronto, Canada; Houston, Texas; Oak Ridge, Tennessee. Proposal development support included research, writing, editing, formatting, compiling multiple source inputs, and coordinating with Campus Point Proposal Center production resources. Also supported Campus Point Proposal Center on various company-wide proposal efforts. Was the focal point on consolidating proposal input on many proposals. This was in addition to researching, formatting, writing, and editing tasks. Performed tasks that generally are shared by 3–4 individuals on other proposals. This reduces proposal costs significantly. As on-scene decision-maker, exercised authority real-time to make critical proposal development decisions.

SAIC (SASIG/Global Telecommunication Group) (6/99–6/01; Senior Technical Writer/Analyst; Writes, formats and edits Methods & Procedures (M & P) for the Data Center Buildout project and RapidApps™ Network Operations Center (NOC). Researched and analyzed NOC requirements and supporting programs and applications in order to develop support documentation. Assists in development of Concept of Operations (CONOPS) document for NOC. Writes/formats/edits company qualifications for various new business opportunities. Provides collateral technical writing assistance to Marketing and Proposal Services and other SAIC SASIG divisions. Also, assists technical experts in writing professional White Papers. As member of the transition team for the Pennant Alliance, formats and edits County of San Diego Operations Manual and the Management Procedures for the Pennant Alliance Management Procedures Manual (MPM). Assists Deputy Transition Manager in developing the MPM. Analyzed management procedures and organized into procedures manual. Organized the Site Operations Manual and MPM sections on the Computer Sciences Corporation proposal server to facilitate distribution of documents among writers, editor, and management personnel. Consolidates materials from the respective writing teams into comprehensive documents. Constructs organization charts, flow diagrams,

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and process threads, using Microsoft Word, PowerPoint, and Visio Professional. Imports the graphics into Word documents. Supported Next Generation Information Networking (NGiN) and County of San Diego Information Technology projects. Analyzed access and distribution requirements for MPM. Applied resultant data to devise unique electronic tool on a CD that provides rapid access to specific management procedures in the MPM for use by all SAIC and CSC Pennant Alliance team members. Interviewed high-level management personnel and analyzed data to develop business solution sets. Developed marketing communications material for NGiN. Material included Data Sheets, Solution Sets, Case Studies, and slide presentations. Provided support for NGiN presentations at various national trade shows. Wrote collateral material for the SAIC/Cisco Systems Alliance.

SAIC (SASIG) (5/98–6/99); Senior Technical Writer/Analyst; Bronco Project. As member of documentation team on the Bronco project, develop technical documentation for large commercial Information Technology System/Telecommunications and Data Center development project. Performed system analysis on trade-off studies and developed trade studies. Analyzed wide range of technical data on network support systems. Drafted, edited, and formatted product trade studies, test plans and procedures; and customized product installation guides, data center system administration guides and service level agreements, and an Internet user's access guide. Provided the Internet user's guide development support to Belcore (Telcordia Technologies) on a compressed and dynamic schedule. Documents range in size from several pages to hundreds of pages. Documentation includes conversions, formatting, and placement of assorted versions of graphics and screen captures. Also, convert PDF files to Microsoft Word files. In addition to technical documentation, create management tools and supported marketing presentations. Develop documentation through interviews and consultation with system and software engineers. Document preparation also includes research of websites, vendor documentation, and existing project literature. Created a style template for technical documentation. Create clean, crisp formats suited to the many different types of documents. Also, provide assistance on proposal and technical qualification projects. Demonstrate noteworthy flexibility in meeting all deadlines on a widely diverse number of documentation projects. Demonstrated ability to handle short-fused projects and meet tight deadlines. Unflappable in intense situations. Write, edit, and format contract proposals and qualification packages. Write proposal résumés for Point Loma Technology Center Proposal Center on a collateral basis. Develop résumés through data searches and employee interviews. Use MS Word, Excel, PowerPoint, Visio Professional, Microsoft Binder, Photo Editor, EZ Capture, and Adobe Acrobat on a PC.

SAIC (SASIG) (3/98–5/98); Consulting Technical Writer; Bronco Project. Member of documentation team on the Bronco project. Developed technical documentation for large commercial Information Technology System/Telecommunications and Data Center development project. Wrote, edited, and formatted technical documentation, including trade studies, test plans and procedures, and customized product installation guides. Used MS Word, Excel, PowerPoint, Visio Professional, Microsoft Binder, Photo Editor, EZ Capture, and Adobe Acrobat on a PC.

SAIC (Wateridge/Point Loma Technology Center Proposal Center) (7/95–2/98); Consulting Technical Writer. Provided technical writing support for proposals. Support included researching, writing, and editing proposal material. Analyzed proposal development workflows and originated process improvements. Wrote corporate experience summaries, technical approaches, and résumés for both SAIC and teaming partners. In developing corporate experience summaries, researched contract summaries from PIE and SIMIS databases, previous proposals, and other available material. Also interviewed technical experts in the respective subject matter areas. Developed technical approaches by researching available data, including Web searches and subject matter expert interviews. Tailored personnel résumés to RFP requirements through résumé record searches and individual personnel interviews. Analyzed RFP requirements and developed qualification checklists for résumé writers. Also screened SAIC large quantities of résumés to identify candidates to be included in proposals. Maintained high-volume databases on personnel qualifications. Also wrote contract proposals for the Marketing Communications Center. Used MS Word and Excel on a Macintosh computer and PC.

Lexicon Systems, Incorporated (11/94–6/95); Consulting Technical Writer/Editor

Provided technical writing/editing support for 10,000-page proposal for a Department of Defense CHAMPUS contract. Researched information for inclusion into the medical and administrative staffing

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and facilities sections of the proposal. Collected data and developed detailed Excel worksheet to present contingency plans for staffing and facilities. Embedded the worksheet into Adobe FrameMaker document. Proposal was produced for a major health maintenance organization. Used FrameMaker, Excel, and PowerPoint on a PC computer.

American Systems Engineering Corporation (7/89–10/94); Manager, Technical Writer; Multiple U. S. Navy Marine Engineering and U. S. Air Force projects

7/91–10/94, Operations Manager; Field Service, Hydrazine, and Machinery Alteration (MACHALT) projects. Supervised the waterfront operations facility. Upgraded the facility to meet OSHA and Department of Defense requirements. Significantly reduced operating costs. Analyzed operational requirements and created scheduling tools in Excel. Developed weekly and monthly status reports for program/project management. Also, prepared reports for other projects within the division. Instituted tool/material inventory and issued procedures. Installed security measures to safeguard tools and material. Scheduled maintenance and repair personnel to various project taskings. Coordinated requirements and resources with project engineers, Federal Government representatives, and contract prime contractors. Coordinated, wrote, edited, and formatted contract proposals. Created company qualifications, including slide presentations and accompanying handouts. Used MS Word, Excel, MacDraw Pro, and PageMaker on a Macintosh computer.

1/90–6/91, Administrative Support Manager. Organized all administrative support functions under a single manager. Managed the resultant organization. Consolidated the management information system, human resource, security, procurement, and word processing/graphics, and general administrative functions into a more efficient organization. Key developer of U. S. Air Force Diesel Engine Maintenance Handbook. Document was developed in accordance with DoD technical standards. Analyzed RFP requirements to determine proposal elements and layouts. Developed Plan of Action and Milestones (POA&Ms) to meet proposal deadlines. Wrote, edited, and formatted proposals. Supported Wateridge Proposal Center on a collateral basis. Developed marketing brochures and tearsheets. Used MS Word, Excel, MacDraw Pro, and PageMaker on a Macintosh computer.

7/89–12/89, Technical Writer. Overhauled technical report writing for division, particularly the Carrier Engineering Material Assistance Team (CEMAT) program. Wrote a 67-page technical report-writing manual that included writing styles and conventions, formats, and samples. New processes reduced report development time by 50 per cent. Wrote and edited technical reports. Supported Wateridge Proposal Center on a collateral basis. Used MS Word, Excel, MacDraw Pro, and PageMaker on a Macintosh computer.

1/67–7/87, U.S. Navy; various senior-level positions as surface warfare officer. Assignments included analysis of training programs and resources. As a tactical warfare instructor, analyzed training requirements for Tactical Action Officers and Battle Group staffs and developed courses of instruction to support the requirements. As Assistant Chief of Staff for Plans, Programs, and Resources, Training Command, U. S. Pacific Fleet, analyzed training programs and training equipment/simulator requirements to meet U. S. Navy Pacific Fleet training needs. As Assistant Chief of Staff for Training Assessment, managed the Pacific Fleet Training Assessment Program. Management of program included processing Fleet input on problems in training program for Fleet personnel. In the analyst role, researched reported problems and developed solutions through improved training methods and course curricula. Solutions included analyzing and modifying existing training objectives to meet new requirements.

COMPUTER PROFICIENCY:

Applications: Microsoft Word, PowerPoint, Excel; Visio Professional, MacDraw Pro, PageMaker, FrameMaker, WinZIP, Photo Editor, EZ Capture, Adobe Acrobat, DOORS

Hardware Systems: Macintosh, PC; NT Servers

STANDARDS/SPECIFICATIONS (Please list job-related standards/specifications used:

DOD-STD-2167A

MIL-STD-498

IEEE STD 1233

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ANSI/NISO Z39.18-1995
IEEE 12207

OTHER:

Member, Navy League of United States

000543 REQUEST FOR COUNCIL ACTION CITY OF SAN DIEGO				1. CERTIFICATE NUMBER (FOR AUDITOR'S USE ONLY)			
TO: CITY ATTORNEY		2. FROM (ORIGINATING DEPARTMENT): MAYOR JERRY SANDERS		3. DATE: 05/31/07			
4. SUBJECT: APPOINTMENT OF MICHAEL C. SMILEY TO THE PLANNING COMMISSION							
5. PRIMARY CONTACT (NAME, PHONE, & MAIL STA.) Aundene Hugg MS11A, 67740		6. SECONDARY CONTACT (NAME, PHONE, & MAIL STA.) Jeff Gattas MS 11A, 66980		7. CHECK BOX IF REPORT TO COUNCIL IS ATTACHED <input type="checkbox"/>			
8. COMPLETE FOR ACCOUNTING PURPOSES							
FUND				9. ADDITIONAL INFORMATION / ESTIMATED COST:			
DEPT.							
ORGANIZATION							
OBJECT ACCOUNT							
JOB ORDER							
C.I.P. NUMBER							
AMOUNT							
10. ROUTING AND APPROVALS							
ROUTE (#)	APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED	ROUTE (#)	APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED
1	ORIG. DEPT/AH	<i>Aundene Hugg</i>	<i>5/31/07</i>	8	DEPUTY CHIEF / KM	<i>KT</i>	<i>6/1/07</i>
2	AUDITOR			9	COO		
3				10	CITY ATTORNEY	<i>Pharm Opwark</i>	<i>6/4/07</i>
4	CFO			11	ORIG. DEPT/ COUNCIL LIAISON/JG		
5				DOCKET COORD: _____ COUNCIL LIAISON _____			
6				<input checked="" type="checkbox"/> COUNCIL PRESIDENT <i>ms</i>			
7				<input type="checkbox"/> SPOB <input checked="" type="checkbox"/> CONSENT <input type="checkbox"/> ADOPTION <input type="checkbox"/> REFER TO: _____ COUNCIL DATE: <i>6/17/07</i>			
11. PREPARATION OF: <input checked="" type="checkbox"/> RESOLUTIONS <input type="checkbox"/> ORDINANCE(S) <input type="checkbox"/> AGREEMENT(S) <input type="checkbox"/> DEED(S)							
Appointing Michael C. Smiley to the Planning Commission, replacing Steve Laub, for a term ending January 28, 2010. Please see Mayor Sanders' June 1, 2007 nominating memorandum which is attached.							
11A. STAFF RECOMMENDATIONS: Ratify nomination as submitted.							
12. SPECIAL CONDITIONS (REFER TO A.R. 3.20 FOR INFORMATION ON COMPLETING THIS SECTION.) <u>COUNCIL DISTRICT(S)</u> : Mr. Smiley is a resident of Council District 7. <u>COMMUNITY AREA(S)</u> : Mr. Smiley resides in the Community of Tierrasanta. <u>ENVIRONMENTAL IMPACT</u> : N/A <u>HOUSING IMPACT</u> : N/A <u>OTHER ISSUES</u> : N/A							

 JUN 1 3 36 PM '07
 CITY ATTORNEY

000544

DOCKET SUPPORTING INFORMATION
CITY OF SAN DIEGO

DATE:

05/31/07

SUBJECT:

APPOINTMENT OF MICHAEL C. SMILEY TO THE PLANNING COMMISSION

BACKGROUND:

Please see attached nominating memorandum from Mayor Jerry Sanders.

BY LINE: (MAYOR / DEPT. HEAD / AUTHOR INITIALS)

JS/ACH

SIGNATURES



ORIGINATING DEPT. HEAD

MAYOR
(FOR MAYORAL DEPARTMENTS ONLY)

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RESOLUTION NUMBER R-_____

DATE OF FINAL PASSAGE _____


WHEREAS, the Planning Commission [Commission] is established in San Diego City Charter section 41(c); and

WHEREAS, the Commission consists of seven members who serve four-year terms and serve until their successors are elected, appointed and qualified; NOW, THEREFORE,

BE IT RESOLVED, by the Council of the City of San Diego, that the appointment by the Mayor of the City of San Diego of a member of the Planning Commission, for a term ending as indicated, be and is hereby confirmed:

<u>NAME</u>	<u>TERM ENDING</u>
Michael C. Smiley (Tierrasanta, District 7) (Replacing Steve Laub, whose term expired)	January 28, 2010

APPROVED: MICHAEL J. AGUIRRE, City Attorney

By 
Sharon B. Spivak
Deputy City Attorney

SBS:als
06/04/07
Or.Dept:Mayor
R-2007-1194

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I hereby certify that the foregoing Resolution was passed by the Council of the City of San Diego, at this meeting of _____.

ELIZABETH S. MALAND
City Clerk

By _____
Deputy City Clerk

Approved: _____
(date)

JERRY SANDERS, Mayor

Vetoed: _____
(date)

JERRY SANDERS, Mayor